

State of Nevada Health Division: Medical Marijuana Program

Version Date: 11/18/2015

2002002 Caregiver File

Description: These records document the application and verification processes for designation of the primary caregiver to patients registered with the program. The designated custodian of records per NRS 52.260 is the Program Manager, Medical Marijuana Program. The records are classified as Confidential by NRS 453A.700. The files may include but are not limited to: Caregiver application form and related documentation; Copies of fingerprint cards; Acknowledgement form, waiver form, and other forms with related documentation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved designation as primary caregiver.

Disposition: Destroy Securely

2015023 Establishment Registration Files

Description: These records document the process to register lab, dispensary, cultivation, and production establishments as required by NRS 453A.322. These records can include but are not limited to: application and supporting documents, county jurisdiction documentation, owner and employee information, inspection reports, scoring summaries, and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration.

Disposition: Destroy Securely

2002001 Patient Files

Description: These records document the application and registration process and monitors registered patients. The designated custodian of records per NRS 52.260 is the Program Manager, Medical Marijuana Program. The records are classified as Confidential by NRS 453A.700. The files may contain but are not limited to: Patient application form with related documentation, including renewal forms; Copy of registration card; Notice of denial with related documentation; Fingerprint card; Disciplinary documentation including revocation documents; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration.

Disposition: Destroy Securely

2002003 Physicians File

Description: These records document the verification of a physician as a licensed practitioner in Nevada by the State Board of Medical Examiners as required by NRS 453A.210 #4. The designated custodian of records per NRS 52.260 is the Certification Specialist at the State Board of Medical Examiners. The records are classified as Confidential by NRS 453A.700. The files may contain but are not limited to: 'Verification of Licensure' form from the State Board of Medical Examiners; Copy of the patient application with related documentation.

Retention: Retain the Verification of Licensure form for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration of a patient. The copy of the patient application with related documents may be purged and disposed of any time after receipt since the original is found within the Patient Files.

Disposition: Destroy Securely